

MARCHAM PARISH COUNCIL

Minutes of the annual meeting of Marcham Parish Council held on Monday 13th May, 2024 commencing at 7.30 p.m. and held in the village hall, Barrow Close Marcham

Present:

Sheena Bigden, Mark Harvie (Chairman), Sandra Hill, Michael Hoath, Ruth Mander, Joe Withers
Clerk: Mrs. L. Martin

Cllr. Robert Clegg (District Councillor)

- 2024/93 Election of Chairman
The Chairman, Mark Harvie, called for nominations for the election of a Chairman of the Council to hold office until the next Annual Meeting of the Council.
- It was moved by Mike Hoath, seconded by Ruth Mander, and
- RESOLVED: nem.con
that Mark Harvie be elected Chairman of the Council to hold office until the next annual meeting of the Council
- 2024/93 Declaration of Acceptance of Office of Chairman
Mark Harvie signed the Declaration of Acceptance of Office as Chairman.
- 2024/94 As Cllr. Robert Clegg needed to attend another meeting, Council agreed that the agenda item relating to his report, be brought forward to be the next item.
- 2024/95 District Councillor's Report – Cllr. R. Clegg
A written report submitted by Cllr. Clegg in advance of the meeting, had been circulated and read by members.
- Willow Farm / Monks Walk – footpath planning enforcement
The District Council had written to Matthew Homes' company secretary under caution for the next steps.
- Highway Verge Grass Cutting
The migration of the County Council's grass areas from a hard copy map to a digital version were behind schedule. An area on the south side of New Road was due to be added to the District Council's schedule.

Tree Debris

Debris at the rear of the Salvation Army textile bank had been cleared by the District Council. In another area by the entrance to The Farthings, the County Council had instructed their contractor to deal with it.

Abbots Grange – Street nameplate

The damaged street nameplate was known to the District Council and steps had been taken to arrange a replacement.

Parkside - Road Condition

A status update report was awaited. Cllr. Clegg had now involved the appropriate cabinet member.

Climate Action Fund

This fund had re-opened for applications until 28th June.

Interest on CIL Funds

CIL was paid and administered in accordance with the Community Infrastructure Levy (Amendment) Regulations 2013. This could be paid twice a year to the relevant parish, or retained by the District Council until called down.

s.106 Artwork funds

These funds were waiting to be called down. Cllr. Clegg made reference to a suggestion for a bench seat similar to one acquired by Faringdon Town Council.

Cllr. Clegg invited questions.

Grass Cutting – Cow Lane junction with Sheepstead Road

This area was in need of cutting as sight lines were poor. As this area was outside the rural 20 mph speed limit, it was due to be cut by Oxfordshire County Council. A note would be placed on Fix My Street.

Marcham Play Area

Cllr. Clegg was made aware of vandalism in the play area. Cllr. Clegg left the meeting. He would advise his other parish regarding the vandalism, in case that parish too should keep a closer eye on their facilities.

2024/96

Apologies for Absence

There were no apologies for absence.

2024/97

Declarations of Interest

There were no declarations of interest.

2024/98

Election of Vice Chairman

The chairman called for nominations for the election of Vice-

Chairman of the Council to hold office until the next annual meeting of the Council. General discussion took place. Members had obligations elsewhere and were reluctant to commit to potentially more workload.

RESOLVED:

that consideration of the appointment of a Vice-Chairman be deferred to a later date, to allow time for some of the casual vacancies had been filled

- 2024/99 Minutes of the meeting held on 8th April, 2024
The minutes of the meeting held on 8th April, 2024 were approved and signed by the Chairman as a correct record of the meeting.
- 2024/100 Matters arising from the minutes of the meeting held on 8th April, 2024

Gozzards Ford - milestone
This had now been repaired.
- 2024/101 Public Participation
No members of the public were present.
- 2024/102 Planning Applications
- a) Decisions on previous applications
P24/V0444/LB Works to Noah's Ark bridge – A338
Permitted 12th April, 2024
- P24/V0609/HH Single storey infill extension and front porch
42 Harding Way
Permitted 8th May, 2024
- P24/V0403/HH Demolition of existing rear structure and
erection of new single storey rear extension
16 Fettiplace Road
Permitted 16th April, 2024
- P24/V0319/HH Loft conversion and installation of roof lights
17 Davies Edge
Permitted 22nd April, 2024
- b) Applications dealt with under delegated powers prior to the meeting
- P24/V0319/HH loft conversion to provide new bedroom,
dressing room and shower room. Installation of 3 rooflights to
front roof slope and 2 rooflights on side roof slope (amended.
To set the proposed side facing rooflight at 1.7m above floor
level
17 Davies Edge
Comments: Council had no objections

c) Applications considered at the meeting

P24/V0924/HH Single storey rear extension
13 North Street
Comments: Council had no objections

P24/V2558/S.73 Variation to conditions on P24/V3297/FUL –
revised landscaping
New dwelling 8B The Gap
Comments: Council had no objections

2024/103

County Councillor's Report

It was noted that Cllr. Richard Webber had resigned from his role as County Councillor, and that a bi-election was likely to be held in June.

2024/104

Neighbourhood Plan

Mark Harvie gave a report on the Neighbourhood Plan. The steering group had thought it unwise to undertake the survey, and not be able to immediately progress matters further. Development at Dalton Barracks was planned, and the District Council's Local Plan would be out for consultation later in the year. A decision had been made to pause the Neighbourhood Plan for the time being.

2024/105

Community Facilities

a) New Play Area

Sandra Hill gave a report from the play area working party. It was progressing the plans for items of equipment for slightly older children, along with benches and picnic tables.

Council was horrified to learn that carpentry nails had, that morning, been discovered glued upright onto various items of equipment, and graffiti found on the slide unit. The matter was in the hands of the Police. Notices advising parents to check the equipment before letting children play on it had been organised, information put on the Council's website, and parents had posted on the village facebook page.

RESOLVED:

that a note of thanks to all involved in providing quick action, and helping notify parents be placed in Marcham and District News.

b) Barrow Close – Entrance

An initial report had been received from MJA Consulting as to the Stage 4 road audit. Queries had been referred back to that firm. Alterations in order to improve road safety, could be undertaken in phases.

RESOLVED:

that the final report, once received, be circulated to the Anson Trust, and Marcham Community Group.

- 2024/106 Annual Meeting of Electors
Final arrangements for the meeting were discussed.
- 2024/107 CPR/Defibrillator training 19th May, 2024
Final arrangements for the training session, and possible other sources for advertising were discussed.
- 2024/108 Public Footpath 293/14/20 Church westwards to fork to Frilford/A415
A grant application with the Trust for Oxfordshire's Environment had been lodged. The Independent assessor had visited the site. Final quotations were about to be issued, and would be forwarded to TOE in time for their deadline.
- 2024/109 Allotments
A report was received from the working party. Treatment for rats had commenced, and 2 skip loads of non compostable waste had been taken away. The Council had previously agreed to spend up to £500, and the clerk under emergency powers, in consultation with the chairman, had agreed to an additional £140 for a second skip. A third and final skip would be required to completely clear the site. 2 quotations for fencing had been obtained, and a third was awaited. It was suggested that permanent signage for rat treatment would be a good idea. A quotation could be sought. It was suggested that allotment rent figures could be reviewed. This would be a future agenda item.

RESOLVED:

that a final 3rd skip be arranged to enable clearance of the Cow Lane allotment site to be completed.

- 2024/110 Frilford Road Recreation Ground and Cemetery wall
Council noted quotations for the repairs to the wall at the Recreation Ground and entrance to cemetery. Milestone Infrastructure, who undertook highway work on behalf of the county council, had not agreed to the repair works being undertaken during their road closure period, as they needed free uninterrupted access for themselves. The accident report from the road crash incident on the A415 was awaited. Ruth Mander advised that the contractor whom she had met, had indicated that the wall was not in danger of collapsing.

RESOLVED:

that Council wait for the report on the A415 accident, before instructing any contractor to undertake repairs to the wall.

2024/111 Accounts
Council noted the account balance as at 31st March, 2024 was £412016.89. All account information for 23/24 had been submitted to the internal auditor. The list of payments had been circulated to members, and Council noted the cheques numbered 3740 to 3742, plus 3745 to 3757 and authorised payments in the sum of £9170.01 in respect of administration costs, play area checks, litter picking, allotment water costs and rat treatment, defibrillator pads, and grass cutting.

2024/112 The duration of the meeting had been 2 hours, and standing order 3x was suspended to allow business to continue.

2024/113 Oxfordshire County Council Pension Fund (deferred from last meeting)
Council again discussed discretionary policies. Questions were raised which required putting to the county council.

RESOLVED:

that the matter of discretionary policies be deferred again to a future meeting.

2024/114 Signatories to the Council's accounts
One of the Council's signatories had resigned from the Council. 3 signatories remained members.

RESOLVED:

The new signatories for the accounts, be considered once the casual vacancies had been filled.

2024/112 Appointments

Council considered appointments to working groups and committees. Further consideration as to membership of these would be given once casual vacancies had been filled.

(i) Appointment of Planning Working Group

RESOLVED:

that the Clerk be given delegated powers in consultation with Sheena Bigden, Mark Harvie and Mike Hoath to respond on behalf of the Council on planning applications requiring Council's comments before the next ordinary meeting of the Council.

- (ii) Appointment of Representative for the Oxfordshire Association of Local Councils

RESOLVED:

that Sandra Hill represent the Council.

- (iii) Appointment of Members to the Churchyard Working Party

RESOLVED:

- (i) that Joe Withers represent the Council at meetings with representatives nominated by the Parochial Church Council and Marcham Society to discuss the maintenance of the closed Churchyard.

- (iv) Appointment of MAD News Correspondent

RESOLVED:

that the Clerk write a monthly article on Parish Council business for the village newsletter

- (v) Review of Effectiveness of Internal Audit Working Party

RESOLVED:

that Michael Hoath in consultation with the clerk, serve on the review of effectiveness of internal audit working party, to review the effectiveness of the internal audit, contracts and risk assessment as required, and to report back to Council.

- (vi) Parishioner of the Year Award working party

RESOLVED:

that Sandra Hill and Sheena Bigden form a working party to consider nominations for the Parishioner of the Year Award, produce a short list for Council, and to administer the arrangements for the Certificate.

- (vii) Appointment of members to. S 106/hall working party
Terms of Reference: To consider planning obligation and funding available for parish projects, to include a review of community facilities, the management of the hall and field leases, and the management of changes and alterations to the facilities.

RESOLVED:

- (i) that Sandra Hill, be appointed to the working party to consider planning obligations, review of community facilities leases and management of the hall and any changes to the facilities.

(viii) Appointment of Parish Council representative as MCG Trustee

RESOLVED:

that Mark Harvie be nominated as a Trustee of MCG

(ix) Appointment of members to Play Area working party

Terms of Reference: To determine play equipment and youth shelter provision within the parish. No budgetary control, will be allocated. To produce designs and obtain costings for projects, and to report back to Council.

RESOLVED:

that Sandra Hill be appointed to the play area working party together with up to 4 members of the public

(x) Appointment of allotment working party

Terms of Reference: to consider the maintenance requirements, and the management of the allotment sites, and to report back to Council.

RESOLVED:

that Sheena Bigden as councillor, Christopher Webb and Richard Pain (allotment holders), be appointed to the allotment working party.

(xi) Appointment of members to a “Green” working party

Terms of Reference: To consider parish footpaths, environmental issues and climate change, and to make recommendations back to Council.

RESOLVED:

that Ruth Mander, Michael Hoath, Joe Withers form a Green working party to investigate issues and report back to Council.

(iii) Staff Committee

RESOLVED:

- (i) that Mark Harvie, Sheena Bigden, Sandra Hill be appointed to the Staff Committee
- (ii) that the Terms of Reference from 23/24 be carried forward

2024/113

Review of Policies, assets, insurances, and subscriptions

Council reviewed the following:

Data protection policy and privacy notice

Standing Orders, and Investment Policy

Complaints Procedure

Grants Policy

Land and assets Register

Insurances

Subscriptions to outside bodies

Representation of Council at outside meetings, and arrangements for reporting back.

Council noted that the National Association of Local Councils had recently issued new financial regulations. These would be considered at the next meeting. Until then, existing financial regulations would still be in force.

RESOLVED:

- (i) that the Privacy Notice, data protection, Standing Orders and Financial Regulations, Complaints Procedure, Code of Conduct, Grants Policy and the Land and assets Register remain as presented to Council.
- (ii) that members who attend outside meetings, report back to Council at the first opportunity
- (iii) that the Council continue with its membership subscriptions to OALC, OPFA and Community First Oxfordshire.
- (iv) that the public liability and other insurances with Hiscox insurance, renewable annually in October, and the village hall buildings insurance with Zurich, renewable annually in June, be confirmed.
- (v) that the insurances and assets list be confirmed with new play equipment and surfacing being added, and old items removed.

2024/114

Matters Raised by Members

Monks Walk / The Willows – footpath

It was reported that the formal enforcement notice issued by the Vale of White Horse District Council had now been placed on its website. Queries as to the next steps had been made. Cllr. Clegg in his report, had indicated that the District Council had written to the company secretary under caution in regards to the next steps.

A415 – new entrance into Manor Farm

It was reported that the new entrance into Manor Farm had probably encroached onto the tarmac footway and this had been obstructed by large coping stones, as the area was now grass. This would be referred to the County Council.

Cow Lane allotment site

It was reported that a caravan had been sited at the allotments, within the pony paddock. This would be investigated.

Howard Cornish Road - Caravan

This caravan had been removed.

Village Green – dug up

It was reported that a trench had appeared in the village green. This would be investigated.

2024/115

Items for Marcham and District News

The Clerk would prepare an article for MAD news. This would include reference to the play area incident, and thanks to all who had assisted.

2024/116

The Chairman moved that in accordance with s. 1(2) Public Bodies Admissions to Meetings) Act 1960 that the public and press be excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public’s interest by reason of the confidential nature of the business to be transacted

RESOLVED:

that the public and press be excluded during consideration of the following item which related to exempt information

Item discussed – Access across Parish Council land. Council received a report from a members who had attended a meeting with the Council’s surveyor..

2024/117

Date of Next Meeting

The next meeting would be held on Monday 10th June, 2024 at 7.30 p.m. in the village hall.

The meeting closed at 9.55 p.m.

Signed Date